

IMPORTANT INFORMATION ABOUT OUR CLASSES

Do you have a listing of all classes and course descriptions? You may find class information by using the link for the Office of Professional Development on CourtNet - http://www.courts.state.md.us/hr/pd_classes.html or on the Judiciary's website at [mdcourts.gov/Human Resources/Office of Professional Development](http://mdcourts.gov/HumanResources/OfficeofProfessionalDevelopment). If you would like a paper copy, please call 410-260-3601.

How do I register? Registration forms may be found on CourtNet. **Please make certain you and your supervisor's email addresses are on the registration form.** This information is very important to us. To insure a space in the class, registration forms must be received by the Office of Professional Development (ODP) at least TWO WEEKS prior to the class date.

Does someone have to approve my registration? Yes, your supervisor. Once the supervisor approves the registration, he/she may submit these forms to the OPD Unit via inter-office mail, fax, or preferably by e-mail as an attachment (signature not required) to OPD@mdcourts.gov.

What if I need to cancel or will be late? Please ensure you will be attending the entire class. If you cannot attend the entire class, please do not register for it, as you will not receive credit for attending a partial class. If you are going to be late for class, please notify the OPD staff, and a determination will be made at that time as to whether you should attend class. If you cannot attend class, please contact the OPD **as soon as possible**, as a cancellation could allow another employee to attend.

How may we contact you? You may reach the Office of Professional Development by calling 410-260-3601 or by email at OPD@mdcourts.gov.

What time do classes begin? Unless otherwise indicated, all classes will begin promptly at 8:30 AM and will end at 3:30PM. Lunch will be provided for full-day classes but not half-day classes.

Where are the classes located? Unless otherwise indicated, classes are located in the Judiciary Education and Conference Center, 2011 D Commerce Park Drive, Annapolis. This link will provide directions: <http://www.courts.state.md.us/directions/jeccdirections.html>.

How so I know I am registered in the class? E-mails will be sent to confirm registration two weeks prior to the class. If an employee does not have e-mail, an e-mail will be sent to his/her supervisor.

I think I may qualify for overnight accommodations. What do I do? If your attendance at training will require you to receive a hotel reservation, (refer to Judicial Branch Travel Policy) you must make the request at **least one week prior** to your attendance. **You may make your reservation request by calling Administrative Services at 410-260-1417.**

What about inclement weather? In the event of inclement weather or an emergency situation, contact the Administrative Office of the Courts (AOC) Information Line at 410-260-1555. You may also go online at <http://www.courts.state.md.us/infoline.html> for more information. If there is a liberal leave policy in effect or the AOC is closed, courses will be cancelled. Registered individuals should follow the policies of their respective locations.

I have a disability. May I still attend? The Administrative Office of the Courts is committed to ensuring individuals with disabilities the opportunity to fully participate in our programs. If you need an accommodation, please call the Office of Professional Development staff at 410-260-3601, or use the Maryland Relay Service (TT/Voice) at 1-800-735-2258.

Any other tips? Be sure to dress in layers - sometimes the rooms may be chilly. However, remember you should still wear your normal business attire.